

**Appendix G**

**Year One Annual Report Materials**  
**City of Pacific Grove**

## **1. PUBLIC EDUCATION AND OUTREACH**

All information pertaining to this Minimum Control Measure is contained in Appendix A.

## 2. PUBLIC INVOLVEMENT AND PARTICIPATION

Much of the work involved in carrying out the BMPs and meeting the Measurable Goals for this Minimum Control Measure was carried out as a group activity of the eight co-permittees, and is reported on in Appendix B. Only the information that is specific to this entity for certain of the BMPs and Measurable Goals is reported below in this Section. These BMPs and Measurable Goals are highlighted in **boldface** and with an asterisk in the tables below.

### Status of BMPs and Implementation Plans

<i><b>BMP Description</b></i>	<i><b>BMP No.</b></i>	<i><b>Implementation Plan</b></i>	<i><b>Status</b></i>					
			<i><b>Im ple men ted</b></i>	<i><b>Not Ap pli cable</b></i>	<i><b>Mod ified</b></i>	<i><b>Eff ective</b></i>	<i><b>Un known</b></i>	<i><b>Not Eff ective</b></i>
Encourage general public participation in programs and activities designed to promote understanding and awareness of storm water pollution, such as cleanup events and restoration activities.  (See pages E-23 through E-29 of Appendix E of the MRSWMP for the Public Participation and Involvement Program)	2-1.a	Draft annual report will be posted on the website and in city offices for review by public one month prior to Annual Workshop No. 2	X					
	<b>2-2.a*</b>	<b>Provide financial sponsorship support for Annual Coastal Cleanup Day in Monterey County or other local beach clean up efforts.</b>	X			X		
	<b>2-2.b*</b>	<b>Recruit volunteers through municipal employee base and through advertising for Annual Coastal Clean Up Day or other local clean up efforts.</b>	X			X		
	<b>2-2.c*</b>	<b>Provide support for, or assistance with, storm drain stenciling through providing supplies, volunteer recruitment, and staff labor.</b>	X			X		
	<b>2-2.d*</b>	<b>Provide financial support for, or assistance with, volunteer monitoring programs and public participation events such as: Urban Watch, First Flush, Snapshot Day, and Walk N' Talk Days</b>	X					

<b>BMP Description</b>	<b>BMP No.</b>	<b>Implementation Plan</b>	<b>Status</b>					
			<b>Implemented</b>	<b>Not Applicable</b>	<b>Modified</b>	<b>Effective</b>	<b>Unknown</b>	<b>Not Effective</b>
Become an active participant in the Citizen Water Quality Monitoring Network  (See pages E-23 through E-29 of Appendix E of the MRSWMP for the Public Participation and Involvement Program)	2-3.a	A representative from the MRSWMP group will become an active participant in the Citizen Water Quality Monitoring Network.	X					

### Status of Measurable Goals

<b>BMP No.</b>	<b>Measurable Goal</b>	<b>Completed</b>	<b>Not Completed</b>	<b>Not Applicable</b>	<b>Comments</b>
2-1.a	All written public comments submitted and notes taken at workshop will be considered for inclusion in the annual report and kept on file.	X			
2-1.b	40 participants per workshop	X			
2-1.c	40 participants per workshop	X			
2-2.a	Annual financial sponsorship of up to \$500 to cover expenses not covered by sponsors.	X			

<b><i>BMP No.</i></b>	<b><i>Measurable Goal</i></b>	<b><i>Completed</i></b>	<b><i>Not Completed</i></b>	<b><i>Not Applicable</i></b>	<b><i>Comments</i></b>
2-2.a*	Provide staffing that amounts to 40 hours for coordinating this event.	X			The City's Parks and Recreation Director, John Miller, worked with the coordinator of this event, Jill Poudrette of the California Department of Parks and Recreation, to assist with the event's activities within or close to the City. Numerous other city staff members also assisted in promoting city staff participation in the event, as described in the materials included at the end of this Appendix for BMP 2-2.b.
2-2.b*	Each permit holder to recruit volunteers through two separate agency channels; e.g. email, paycheck stuffers, internal newsletters, etc. Track recruitment efforts, coordination support and financial support, and track number of participants and volume of waste collected and report this information in the Annual Reports for the indicated years.	X			The City used flyers, paycheck inserts and email to recruit Coastal Cleanup Day volunteers, as described in the materials included at the end of this Appendix for BMP 2-2.b. An overall report on the success of the event is included in Appendix B.
	Air radio advertising before the event to encourage public participation	X			
2-2.c	Utilization of 100 hours of staff time through "Save the Whales" nonprofit organization to recruit college and civic organizations for stenciling events.	X			

<b><i>BMP No.</i></b>	<b><i>Measurable Goal</i></b>	<b><i>Completed</i></b>	<b><i>Not Completed</i></b>	<b><i>Not Applicable</i></b>	<b><i>Comments</i></b>
<b>2-2.c*</b>	<b>Provide stenciling equipment, supplies, and maps of inlets to be stenciled, and complete a minimum of 300 drains and tabulate areas stenciled. Percent of all entities completed per year will be approximately 5-10%.</b>	X			<b>The City's Public Works Supervisor, Celia Perez Martinez, coordinated with the MRSWMP's Public Education and Outreach Program Coordinator to carry out the storm drain stenciling. A summary of the stenciling work that was done is included at the end of this Appendix.</b>
<b>2-2.d*</b>	<b>Provide \$13,000 annual contribution for Urban Watch for professional staffing, equipment, lab analysis, and report writing.</b>	X			<b>The City contributed \$11,990 toward the costs of conducting the Urban Watch monitoring program during the current reporting period. The other city contributing toward this program on behalf of all the co-permittees is the City of Monterey. Its contributions are reported in the Appendix containing information from the City of Monterey.</b>
	Provide \$1,500 annually for Urban Watch for print ads to recruit volunteers.	X			
	<b>Provide \$3,000 annual contribution for First Flush for professional staffing, equipment, lab analysis, and report writing.</b>	X			<b>The City contributed \$4,350 toward the costs of conducting the First Flush monitoring program during the current reporting period. The other city contributing toward this program on behalf of all the co-permittees is the City of Monterey. Its contributions are reported in the Appendix containing information from the City of Monterey.</b>
	Purchase \$7,000 annually for radio ads to promote participation in First Flush	X			
	Provide \$1,500 annually for First Flush for print ads to recruit volunteers.	X			
	Provide \$1,000 annual contribution for Snapshot Day for professional staffing, equipment, lab analysis, and report writing.	X			

<i><b>BMP No.</b></i>	<i><b>Measurable Goal</b></i>	<i><b>Completed</b></i>	<i><b>Not Completed</b></i>	<i><b>Not Applicable</b></i>	<i><b>Comments</b></i>
2-2.d (cont'd)	Provide \$500 annually for Snap Shot Day for print ads to recruit volunteers.	X			
	Provide \$300 to \$500 annually for Walk N' Talk to garner public participation and a co-host representative for each event.	X			
	Year 1: Based on existing scientific studies and data identify with specificity the geographic areas within the jurisdiction of each municipality that are sources of pollution, including T. Gondii, and other pathogens, impacting California sea otters and results included in the Annual Report; Year 2: Create and implement a program to reduce and eliminate the sources of pollution identified as impacting sea otters. The program and implementation will be described in the Annual Report.	X			
2-3.a	100% of monitoring network meetings to be attended annually by member of MRSWMP group.	X			

### 3. ILLICIT DISCHARGE DETECTION AND ELIMINATION

#### Status of BMPs and Implementation Plans

<i>BMP Description</i>	<i>BMP No.</i>	<i>Implementation Plan</i>	<i>Status</i>					
			<i>Im ple men ted</i>	<i>Not Ap pli cable</i>	<i>Mod ified</i>	<i>Eff ective</i>	<i>Un known</i>	<i>Not Eff ective</i>
Create a unified place for public to call in potential illicit discharges	3-1.a	Enter into an agreement with “911 Earth” to use their 1-800-CLEANUP hotline for the public to report illicit discharges by zip code	X				X	
	3-1.b	Advertise 1-800-CLEANUP call-in number on MRSWMP generated-media and educational materials	X				X	
	3-1.c	Using the protocol contained on pages E-30 through E-33 of Appendix E of the MRSWMP, investigate and take appropriate action on each report of illicit discharge that is received.	X			X		
Storm water system mapping	3-2.a	Complete preparation of the storm drain system map contained on pages E-34 through E-36 of Appendix E of the MRSWMP, showing the location of all outfalls discharging to waters of the state and other MS4s that receive discharges from those outfalls	X					
Implement and maintain a program to detect and eliminate illicit connections and/or discharges; i.e., sewer overflows, fluid dumping in catch basins etc.	3-3.a	Using the training materials contained on pages F-2 through F-7 of Appendix F of the MRSWMP, train inspection personnel and other municipal staff, and obtain resources necessary to inspect businesses.	X			X		

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			<b>Implemented</b>	<b>Not Applicable</b>	<b>Modified</b>	<b>Effective</b>	<b>Unknown</b>	<b>Not Effective</b>
Implement and maintain a program to detect and eliminate illicit connections and/or discharges; i.e., sewer overflows, fluid dumping in catch basins etc.	3-3.b	Using the inventory of businesses to be inspected and the inspection checklists contained on pages E-37 through E-77 of Appendix E of the MRSWMP, prioritize the businesses to be inspected, and perform compliance inspections on these businesses to identify illicit connections and illegal discharges. Discharges to Environmentally Sensitive Areas, discharges to Areas of Special Biological Significance, restaurants/fast food chains, auto repair shops, and gas stations will receive top prioritization in scheduling these inspections.	X			X		
	3-3.c	Create hotline for public reporting of illicit connections	X				X	
Implement and maintain a program to detect and eliminate illicit connections and/or discharges; i.e., sewer overflows, fluid dumping in catch basins etc.	3-3.d	Using the protocol contained on pages E-78 through E-79 and E-95 through E-98 of in Appendix E of the MRSWMP, take action as necessary to eliminate 100% of the illicit connections and illegal discharges that are identified in this year	X			X		

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			<b><i>Implemented</i></b>	<b><i>Not Applicable</i></b>	<b><i>Modified</i></b>	<b><i>Effective</i></b>	<b><i>Unknown</i></b>	<b><i>Not Effective</i></b>
<p>Adopt an ordinance with standards for storm water pollution prevention.</p> <p>Ordinance to include definitions of illegal disposal activities, including requirements pertaining to mat wash downs, hood cleaning, etc., and requiring firms to notify Public Works of all such cleaning activities, with penalties for violations. Ordinance will also outline responsibility for any clean up determined necessary.</p>	3-4.a	Using the guidance document and model ordinance contained on pages E-80 through E-98 of Appendix E of the MRSWMP, each Participating Entity will adopt a storm water ordinance revised to be specific to each entity's needs through appropriate governing body procedures.	X			X		
Implement a permit boundary-wide education program addressing the negative effects on water quality through illegal discharges, improper waste disposal and other non-storm water discharges.	3-6.a	This is included in the Public Education and Outreach Program contained on pages E-1 through E-23 of Appendix E of the MRSWMP.	X			X		

## Status of Measurable Goals

<i><b>BMP No.</b></i>	<i><b>Measurable Goal</b></i>	<i><b>Completed</b></i>	<i><b>Not Completed</b></i>	<i><b>Not Applicable</b></i>	<i><b>Comments</b></i>
3-1.a	Date agreement was executed	X			Earth 911, the organization that operates the 1-800-CLEANUP hotline system, does not use a written agreement, but simply activates an entity's hot line voice prompts on its call-in system based on information provided by the entity via email. The system was activated with the City's voice prompt information in February 2007, and has been continuously active ever since.
3-1.b	Advertised on a minimum of 8 different media pieces: 4 in English, 4 in Spanish	X			See Appendix A for information regarding this BMP, which was performed by the eight co-permittees as a group activity.

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3-1.c	100% of all reports of illicit discharge investigated and report on outcome of each case in the form of “closed”, “ongoing enforcement”, or “still investigating source”.	X			The City’s website includes a contact opportunity for citizens to voice complaints and make reports of any public works types of problems they observe. This provides another opportunity for citizens to easily report any improper storm water discharge activities that they may observe. The Public Works staff uses the “Illicit Discharge/Connection Reporting and Response” form contained on page E-33 of the MRSWMP to track incidents, and also coordinates getting such reports from Community Development and the Police Department. The Fire Department’s incident response forms are also forwarded to Public Works Department. Their Incident Report Forms are computer generated when the crew returns from spill calls or hazardous materials calls. The appropriate Fire Department personnel attended the Business Inspection training under BMP 3-3.a to familiarize themselves with what to be looking for with regard to illicit discharges. The Fire Department normally notifies the County Health Department whenever they feel that enforcement action should be taken. Copies of all of these forms are at the end of this Appendix, along with a “Log of Reports Received of Illicit Connections and/or Illegal Discharges” which summarizes all such incidents occurring during the current reporting period.
3-2.a	Each Participating Entity to complete its mapping by end of Year 1, except Monterey County which will complete its mapping by end of Year 3	X			The City’s storm drainage system map showing all of the City’s outfalls, as well as its internal storm drainage system components, is regularly updated. The City’s current map was used to prepare the updated map showing all of the City’s outfalls in Appendix K.

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3-3.a	Sufficient personnel trained and prepared to perform inspections beginning in Year Two	X			The City's Fire Inspector, Jim Gunter, and Doug Rick, the City's Building Inspector, attended the training session for this BMP, which was put on as a group activity by the eight co-permittees on May 22, 2007. Also attending the training session were a number of personnel from MRWPCA, which the City will be contracting with to perform its business inspections. The trainer, Mr. Robert Ketley, provided a comprehensive training program covering all of the subject areas necessary to carry out the inspections required under this BMP. A description of the training program is contained in the body of the MRSWMP Annual Report document.
3-3.b	Minimum of 100% of inventoried businesses inspected by the end of the permit term.	X			The contract with MRWPCA to perform the inspections was finalized and executed in July, 2007, and business inspections began later that month. The City is distributing DVDs for restaurant education simultaneously with the inspections. A summary of the inspections completed during the current reporting period is included at the end of this Appendix.
3-3.c	See BMP 3-1.a	X			See the Comments for See BMP 3-1.a.
3-3.d	100% of all reports of illicit connections and illegal discharges investigated and report on outcome of each case in the form of "closed", "ongoing enforcement", or "still investigating source".	X			A summary of the enforcement actions taken for the incidents that occurred during the current reporting period are included at the end of this Appendix. See also the Comments above under BMP 3-1.c.
3-4.a	Date ordinance implemented (implemented within 3 months of permit coverage for all entities except Monterey County, which will implement within 6 months of permit coverage)	X			The City adopted its storm water ordinance on May 1, 2007.

<i><b>BMP No.</b></i>	<i><b>Measurable Goal</b></i>	<i><b>Completed</b></i>	<i><b>Not Completed</b></i>	<i><b>Not Applicable</b></i>	<i><b>Comments</b></i>
3-6.a	Summary of methods used to educate the public about the impacts of illegal discharges and improper waste disposal to be included in the Annual Reports.	X			See Appendix A for information regarding this BMP, which was performed by the eight co-permittees as a group activity.

# CONSTRUCTION SITE STORM WATER CONTROL

## Status of BMPs and Implementation Plans

<i><b>BMP Description</b></i>	<i><b>BMP No.</b></i>	<i><b>Implementation Plan</b></i>	<i><b>Status</b></i>					
			<i><b>Im ple men ted</b></i>	<i><b>Not Ap pli cable</b></i>	<i><b>Mod ified</b></i>	<i><b>Eff ective</b></i>	<i><b>Un known</b></i>	<i><b>Not Eff ective</b></i>
<p>Adopt an ordinance with standards for storm water pollution prevention associated with construction activities.</p> <p>Ordinance to include standards for general construction site waste management for construction activities as defined by the General Construction Storm Water Permit</p>	4-1.a	Using the guidance document and model ordinance contained on pages E-84 through E-98 and E-125 through E-131 of Appendix E of the MRSWMP, each Participating Entity will adopt a storm water ordinance revised to be specific to each entity's needs through appropriate governing body procedures	X			X		
Implement procedures for site inspection and enforcement of BMP control measures	4-3.a	<p>Train appropriate staff on the construction site inspection procedures. Topics to be covered in this training will be the applicable portions of the materials contained on pages E-125 through E-136 of Appendix E, consisting of:</p> <ol style="list-style-type: none"> <li>1. The Guidance Document for Policies and Procedures Pertaining to Construction Sites</li> <li>2. Construction Site Plan Review and Inspection Procedures</li> <li>3. Inspection Checklist for Construction Sites</li> </ol>	X			X		
Implement procedures for receipt and consideration of information submitted by the public regarding storm water runoff impacts associated with construction projects.	4-4.a	Use the procedures contained on pages E-30 through E-33 of Appendix E of the MRSWMP to facilitate the receipt of, and the response to, reports from the public of storm water pollution from construction sites.	X				X	

<i><b>BMP Description</b></i>	<i><b>BMP No.</b></i>	<i><b>Implementation Plan</b></i>	<i><b>Status</b></i>					
			<i><b>Im ple men ted</b></i>	<i><b>Not Ap plic able</b></i>	<i><b>Mod ified</b></i>	<i><b>Eff ective</b></i>	<i><b>Un known</b></i>	<i><b>Not Eff ective</b></i>
Implement a permit boundary-wide education program addressing the negative effects on water quality from improperly managed construction site runoff.	4-4.b	<p>Twice per year at construction contractor professional meetings, present an educational program regarding prevention of storm water pollution from construction sites. The program will cover the four guiding principles for controlling runoff from construction sites, which are included in the BMP Guidance Series:</p> <ul style="list-style-type: none"> <li>• Construction site planning</li> <li>• Minimization of soil movement</li> <li>• Capturing of Sediment</li> <li>• Good housekeeping practices</li> </ul> <p>At these presentations handouts describing construction site permitting procedures and construction site BMPs will also be distributed.</p>	X		X			

#### **Status of Measurable Goals**

<i><b>BMP No.</b></i>	<i><b>Measurable Goal</b></i>	<i><b>Completed</b></i>	<i><b>Not Completed</b></i>	<i><b>Not Applicable</b></i>	<i><b>Comments</b></i>
4-1.a	Date ordinance implemented (implemented within 3 months of permit coverage for all entities except Monterey County, which will implement within 6 months of permit coverage)	X			See the Comments above under the Measurable Goal for BMP 3-4.a

4-3.a	100 % of existing appropriate staff trained by Year 2, then all new appropriate employees every year after that, with periodic refresher training provided	X			Kevin Clement, Jeff Ray, Elvie Camacho, Brian McMinn, Bill Robinson, Richard Llantero, Tom Reeves, John Kuehl, Dana Strickland, and Chiharu Maloney from the City's Public Works, Engineering, Construction Management, and Building Departments attended the training session for this BMP, which was put on as a group activity by the eight co-permittees on August 7, 2007. The trainer, Mr. Robert Ketley, provided a comprehensive training program covering all of the subject areas necessary to perform the plan reviews and to carry out the inspections required under this BMP. A description of the training program is contained in the body of the MRSWMP Annual Report document.
4-4.a	100% of all reports of construction site storm water pollution investigated and report on outcome of each case in the form of "closed", "ongoing enforcement", or "still investigating source".	X			The City's Public Works Department staff performs inspections of construction sites, and provides direction to contractors to correct storm water pollution issues that are observed during these inspections. See the Comments above under the Measurable Goal for BMP 3-1.c
4-4.b	Provide educational programs that reach at least 20 construction firms each year.	X			This Measurable Goal was met by all eight of the co-permittees as a group activity, and is reported on in the body the MRSWMP Annual Report.

The table below, recommended in the SWRCB's guidelines for the preparation of Annual Reports, summarizes the results of construction-related BMPs and Measurable Goals for the current reporting period.

Issue	This Reporting Period	Last Reporting Period	Comments
How many erosion and sediment control plans were reviewed?	N/A	N/A	The Construction Site BMP Guidance Series requirements do not go into effect until the start of permit Year 2 (the next reporting period).
How many construction sites were inspected to determine compliance with your construction storm water	N/A	N/A	The Construction Site BMP Guidance Series requirements do not go into effect until the start of permit Year 2 (the next reporting

<b>Issue</b>	<b>This Reporting Period</b>	<b>Last Reporting Period</b>	<b>Comments</b>
requirements?			period).
At how many construction sites were violations noted?	N/A	N/A	The Construction Site BMP Guidance Series requirements do not go into effect until the start of permit Year 2 (the next reporting period).
At these sites, how many site owners or operators were penalized through a formal enforcement action?	N/A	N/A	The Construction Site BMP Guidance Series requirements do not go into effect until the start of permit Year 2 (the next reporting period).

## 5. POST-CONSTRUCTION STORM WATER MANAGEMENT

### Status of BMPs and Implementation Plans

<i><b>BMP Description</b></i>	<i><b>BMP No.</b></i>	<i><b>Implementation Plan</b></i>	<i><b>Status</b></i>					
			<i><b>Im ple men ted</b></i>	<i><b>Not Ap plic able</b></i>	<i><b>Mod ified</b></i>	<i><b>Eff ective</b></i>	<i><b>Un known</b></i>	<i><b>Not Eff ective</b></i>
<p>Adopt an ordinance with standards for storm water pollution prevention associated with storm water systems installed in new developments and redevelopments.</p> <p>Ordinance to include standards for the design, operation, and maintenance of post-construction storm water pollution prevention systems in new developments and redevelopment.</p>	5-1.a	<p>Using the guidance document and model ordinance contained on pages E-84 through E-98 and E-137 through E-143 of Appendix E of the MRSWMP, each Participating Entity will adopt a storm water ordinance revised to be specific to each entity's needs through appropriate governing body procedures.</p>	X			X		

### Status of Measurable Goals

<i><b>BMP No.</b></i>	<i><b>Measurable Goal</b></i>	<i><b>Completed</b></i>	<i><b>Not Completed</b></i>	<i><b>Not Applicable</b></i>	<i><b>Comments</b></i>
5-1.a	Date ordinance implemented (implemented within 3 months of permit coverage for all entities except Monterey County, which will implement within 6 months of permit coverage)	X			See the Comments above under the Measurable Goal for BMP 3-4.a

The table below, recommended in the SWRCB's guidelines for the preparation of Annual Reports, summarizes the results of New Development/Redevelopment-related BMPs and Measurable Goals for the current reporting period.

<b>Issue</b>	<b>This Reporting Period</b>	<b>Last Reporting Period</b>	<b>Comments (ex. frequently seen project types, types of BMPs)</b>
How many post-construction plans were reviewed?	N/A	N/A	The New Development and Redevelopment BMP Guidance Series requirements do not go into effect until the start of permit Year 3.
How many plans included post-construction BMPs?	N/A	N/A	The New Development and Redevelopment BMP Guidance Series requirements do not go into effect until the start of permit Year 3.
How many sites were inspected to verify installation of post-construction BMPs?	N/A	N/A	The New Development and Redevelopment BMP Guidance Series requirements do not go into effect until the start of permit Year 3.
How many sites were inspected to verify the proper operation and maintenance of post-construction BMPs?	N/A	N/A	The New Development and Redevelopment BMP Guidance Series requirements do not go into effect until the start of permit Year 3.

## 6. POLLUTION PREVENTION AND GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

### Status of BMPs and Implementation Plans

<i><b>BMP Description</b></i>	<i><b>BMP No.</b></i>	<i><b>Implementation Plan</b></i>	<i><b>Status</b></i>					
			<i><b>Implemented</b></i>	<i><b>Not Applicable</b></i>	<i><b>Modified</b></i>	<i><b>Effective</b></i>	<i><b>Unknown</b></i>	<i><b>Not Effective</b></i>
Implement an education and training program for employees (general and then specific to targeted employee groups, including supervisors) about the impacts of storm water pollution from municipal activities and hazardous materials disposal, and how to implement the selected BMPs to reduce these impacts.	6-1.a	Using the training outline and materials contained on pages F-22 through F-34 of Appendix F of the MRSWMP, train appropriate municipal employees (including supervisors) on storm water pollution issues.	X			X		
Inspection program of municipal hazardous materials storage facilities	6-2.a	Promptly correct any hazardous materials inspection deficiencies reported by the County inspectors, who are responsible for all of the hazardous materials inspections in Monterey County. (The inspection forms used by the County are contained on pages E-146 through E-168 of Appendix E of the MRSWMP and indicate the thoroughness that the County's inspections entail.)		X		X		
Implement a program that effectively manages landscaping and lawn care activities to minimize the potential for storm water pollution.	6-4.a	Train municipal staffs to use the procedures contained on pages E-175 through E-176 of Appendix E of the MRSWMP to properly manage landscape and lawn care activities. Offer training to other agencies such as school districts beginning in Year 3.	X			X		
	6-4.b	Perform spraying during times where rain is not predicted	X			X		

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			<b>Im ple men ted</b>	<b>Not Ap plic able</b>	<b>Mod ified</b>	<b>Eff ective</b>	<b>Un known</b>	<b>Not Eff ective</b>
Implement procedures to ensure the dechlorination and/or debromination of pool water prior to discharge to the storm water system	6-5.a	Use the procedures contained on pages E-177 through E-179 of in Appendix E of the MRSWMP for the proper disposal of swimming pool water.	X			X		
Conduct sweeping on a frequent and regular basis and focus sweeping schedule on high impact/dry weather sites	6-6.a	Conduct sweeping on a regular basis in accordance with the programs and plans contained on pages E-180 through E-196 of Appendix E of the MRSWMP.	X			X		
Implement a program to prevent pollutants from automotive activities, such as vehicle fluids, from entering storm drains	6-7.a	Provide designated area for all vehicle maintenance.	X			X		
	6-7.b	Move maintenance and repair activities indoors or under a covered area whenever possible	X			X		
	6-7.d	Stencil all storm drain inlets in corporation yard areas	X			X		
	6-7.e	Using the Vehicle Service Facilities Inspection Checklist contained on pages E-71 through E-77 of Appendix E of the MRSWMP, inspect the MS4's vehicle maintenance facilities annually and correct any deficiencies noted.	X			X		
	6-7.f	Store materials and wastes under cover whenever possible	X			X		
	6-7.g	Train all employees repairing municipal vehicles on proper pollution prevention techniques	X			X		
Implement a program to prevent pollutants from washing municipal vehicles, such as vehicle fluids and phosphate soaps, from entering storm drains.	6-8.a	Training of municipal employees in proper vehicle washing techniques	X			X		
	6-8.b	Using the vehicle washing portion of the Vehicle Service Facilities Inspection Checklist contained on pages E-75 through E-76 of Appendix E of the MRSWMP, inspect the MS4's vehicle washing facilities annually and correct any deficiencies noted.	X			X		

<b>BMP Description</b>	<b>BMP No.</b>	<b>Implementation Plan</b>	<b>Status</b>					
			<b>Im ple men ted</b>	<b>Not Ap pli cable</b>	<b>Mod ified</b>	<b>Eff ective</b>	<b>Un known</b>	<b>Not Eff ective</b>
Implement a program of regularly cleaning storm drains and inlets to prevent accumulated pollutants from being discharged with the storm water (See Appendix E of the MRSWMP for a complete discussion of the work to be performed under BMP 6-10	6-10.a	Stencil catch basins and inlets as needed as prevention measure	X			X		
	6-10.b	Inspect catch basins and inlets in the designated "hot spots" listed on page E-199 of Appendix E of the MRSWMP annually prior to rainy season, and clean as necessary	X			X		
	6-10.c	Clean and repair catch basins, inlets and piping as identified through inspections prior to November 1 <sup>st</sup> annually	X			X		
	6-10.d	Re-inspect identified problem areas of debris accumulation during wet season	X			X		
	6-10.e	Keep documentation of inspections and cleanings	X			X		

#### Status of Measurable Goals

<b>BMP No.</b>	<b>Measurable Goal</b>	<b>Completed</b>	<b>Not Completed</b>	<b>Not Applicable</b>	<b>Comments</b>
6-1.a	100 % of existing appropriate staff trained by Year 2, then all new employees every year after that. Perform pre- and post-training testing to measure training effectiveness.	X			A number of City staff members attended the training session for this BMP, which was put on as a group activity by the eight co-permittees on February 14 and 21, 2007. A listing of those City staff members who attended the training is included at the end of this Appendix. The trainer, Mr. Robert Ketley, provided a comprehensive training program covering the storm water pollution prevention issues required under this BMP. A description of the training program is contained in the body of the MRSWMP Annual Report document.

<i><b>BMP No.</b></i>	<i><b>Measurable Goal</b></i>	<i><b>Completed</b></i>	<i><b>Not Completed</b></i>	<i><b>Not Applicable</b></i>	<i><b>Comments</b></i>
6-2.a	100% of noted deficiencies corrected within 30 days of notification by the County			X	The City is normally inspected once per year by the Monterey County Health Department, which is the CUPA for performing Hazardous Materials inspections within Monterey County. However during the current reporting period the County did not conduct an inspection, and stated that they would not be back to conduct an inspection until October or November 2007, during Year 2. Thus, this BMP's Measurable Goal is Not Applicable during the current reporting period.
6-4.a	Measures to minimize irrigation runoff, as described in Appendix E of the MRSWMP, applied to 80% or more of the irrigation sites under the jurisdiction's control	X			City staff members did not attend the initial training session for this BMP. It was put on as a group activity by the eight co-permittees on May 3, 2007. The trainer, Mr. Phil Boise of Urban Ag Ecology, provided a comprehensive training program covering the IPM, landscape management, and irrigation issues required under this BMP. A description of the training program is contained in the body of the MRSWMP Annual Report document. The City subsequently retained Mr. Boise to put on the same training program for City staff members on July 19, 2007. A list of the City employees who attended this training session is included at the end of this Appendix. A description of the irrigation system performance evaluation performed by the City in fulfillment of this Measurable Goal is also included at the end of this Appendix.

<i><b>BMP No.</b></i>	<i><b>Measurable Goal</b></i>	<i><b>Completed</b></i>	<i><b>Not Completed</b></i>	<i><b>Not Applicable</b></i>	<i><b>Comments</b></i>
6-4.b	100% of spraying done when rain is not predicted	X			The City submits a regular monthly report to the Monterey County Agricultural Commissioner's office describing its spraying activities. A copy of City policy directives regarding spraying pesticides and rain forecasts is included at the end of this Appendix.
6-5.a	Pool water dechlorinated and/or debrominated prior to discharge to storm drain system 100% of the time	X			The filters at the City's Lover's Point pool are cleaned once per week. It takes about 15,000 gallons to fill the pool. The pool is filled in May and drained in August. In the past the pool water and the backwash water have been drained to the Bay. After the MRSWMP went into effect, a different approach was taken. The new approach uses "Pentar" brand filter cartridges which are removed for backwashing in the shower at the adjacent bathroom facility, which drains to the sanitary sewer. Whenever the pool is drained in August of each year, the pool water will be dechlorinated in accordance with the procedures contained on pages E-177 through E-179 of the MRSWMP. Included at the end of this Appendix is a description of the dechlorination approach that was taken for the August 2007 draining event.

<i><b>BMP No.</b></i>	<i><b>Measurable Goal</b></i>	<i><b>Completed</b></i>	<i><b>Not Completed</b></i>	<i><b>Not Applicable</b></i>	<i><b>Comments</b></i>
6-6.a	100% of Sweeping in each MS4 performed in accordance with the MS4's Plan	X			Street sweeping is done by for the City by contract with the Accent company. Information describing the City's street sweeping program that fulfills the requirements of this BMP is included at the end of this Appendix. One of the measures described in the "Sweeping and Cleaning" procedures on page E-180 of the MRSWMP is to inform residents of the street sweeping schedules, so they can keep their vehicles off the street in order to enable the sweeper to most effectively perform sweeping. The eight co-permittees concluded that the most cost-effective means of notifying residents of the scheduled street sweeping programs in each entity would be through the placement of display ads in the newspapers of general circulation within those entities. These ads were placed in late June and early July 2007 to accomplish the objective of notifying residents of the importance of street sweeping in preventing storm water pollution, and to enable them to learn what the normal sweeping days are for their streets.
6-7.a	100% of MS4s have designated area for vehicle maintenance	X			The City performs all of its vehicle maintenance work at a designated vehicle maintenance facility (an enclosed garage) at the Corporation Yard.
6-7.b	100% maintenance and repair activities moved indoors or covered area whenever possible	X			As noted in the Comments under BMP 6-7.a above, this Measurable Goal has been fulfilled.

<b><i>BMP No.</i></b>	<b><i>Measurable Goal</i></b>	<b><i>Completed</i></b>	<b><i>Not Completed</i></b>	<b><i>Not Applicable</i></b>	<b><i>Comments</i></b>
6-7.d	100% of storm drain inlets in the corporation yard stenciled by end of Year 1 and any new inlets which may be created stenciled immediately after being built. Stenciling redone in Year 5.	X			All 8 storm drains within the City's Corporation Yard were stenciled in August, 2007 to state that they flow to the storm drain.
6-7.e	100% of noted deficiencies corrected.	X			The City inspected its vehicle maintenance facilities on July 16, 2007. Only a few deficiencies were found during the inspection, and these are in the process of being corrected. A copy of the completed inspection form is included at the end of this Appendix.
6-7.f	100% of materials stored under cover whenever possible	X			As noted in the information provided for BMPs 6-7.a, 6-7.b, and 6-7.e, all automotive materials and wastes are properly stored at the Corporation Yard.
6-7.g	This training is included in BMP 6-1.a	X			See Comments under the Measurable Goal for BMP 6-1.a.
6-8.a	This training is included in BMP 6-1.a	X			See Comments under the Measurable Goal for BMP 6-1.a.

<i><b>BMP No.</b></i>	<i><b>Measurable Goal</b></i>	<i><b>Completed</b></i>	<i><b>Not Completed</b></i>	<i><b>Not Applicable</b></i>	<i><b>Comments</b></i>
6-8.b	100% of noted deficiencies corrected.	X			The vehicle wash area at the City's Corporation Yard was inspected in conjunction with performing the inspection under BMP 6-7.e. A few deficiencies were found during the inspection, and these are in the process of being corrected. A copy of the completed inspection form is included with the materials pertaining to BMP 6-7.e at the end of this Appendix. Currently, waste water from vehicle washing percolates into the ground, and does not discharge to the storm drainage system. Construction of a state-of-the-art vehicle washing facility at the Corporation Yard is expected to be completed by the end of calendar year 2007. To address the issue of fire truck washing, it was found that there is a large floor drain inside the fire department's garage that drains to the sanitary sewer system. The Fire Department has modified its washing procedures so that all routine washing is performed inside the station, with wash water flowing to the sanitary sewer. Periodic heaving washing is performed at the Corporation Yard, with wash water being disposed of as described in the materials provided for BMP 6-7.e.
6-10.a	Stenciling is covered under BMP 2-2.c	X			See Comments under the Measurable Goal for BMP 2-2.c.
6-10.b	100% of "hot spot" catch basins and inlets inspected, and cleaned as necessary, each year prior to start of rainy season	X			A summary of the "hot spot" cleaning activities performed during this reporting period is included at the end of this Appendix. The storm drain cleaning procedures are described in the material for BMP 6-10.c at the end of this Appendix.

<b><i>BMP No.</i></b>	<b><i>Measurable Goal</i></b>	<b><i>Completed</i></b>	<b><i>Not Completed</i></b>	<b><i>Not Applicable</i></b>	<b><i>Comments</i></b>
6-10.c	By November 1 <sup>st</sup> annually, address cleaning and repair needs of prioritized catch basins, inlets & piping as identified during inspections	X			All storms drains including hot spots are inspected and cleaned as necessary before the first rain and after the rainy season. Known hot spots are checked year round and citizens call in with reports for public works staff. A description of the City's Storm Drain System Inspection and Maintenance procedures is included at the end of this Appendix. See also the Comments under BMP 6-10.b above.
6-10.d	Re-inspect 100% of problem areas	X			It is the City's standard practice of performing frequent winter inspections throughout the storm drainage system, as described in the materials for this BMP, and for BMP 6-10.c, at the end of this Appendix.
6-10.e	Documentation kept on file	X			The results of the field work to keep the system cleaned and fully operable are manually tracked by the City's Public Works Department, thus documenting that the work was performed. See also the Comments under BMP 6-10.b above.

## **SUPPORTING MATERIALS FOR BMP 2-2.a**

**COATAL CLEANUP DAY**  
**VOLUNTEER ASSISTANCE WITH COORDINATION OF THE EVENT**

<b>NAME OF VOLUNTEER</b>	<b>ASSISTANCE PROVIDED</b>
Mary Ann Adams, Pacific Grove Public Works Department Secretary	Development of information for flyer for Coastal Clean-up Day and production.
Faith Piraro, Pacific Grove Payroll Specialist	Paycheck envelope stuffing for two pay periods
Celia Perez Martinez, Pacific Grove Business Manager/Public Works Superintendent	Development of Staff flyer, staff-email, and public flyer for city buildings
Public Works line staff	Posting flyers



## **PACIFIC GROVE EMPLOYEES AND FAMILY MEMBERS**

**PLEASE PARTICIPATE!**

**The 23rd Annual California Coastal Cleanup Day is**

**Saturday, September 15th, 2007  
9:00 to Noon**

**CALIFORNIA COASTAL CLEAN UP DAY IS THE PREMIER VOLUNTEER EVENT FOCUSED ON THE MARINE ENVIRONMENT IN THE COUNTRY. ON THIS DAY 50,000 VOLUNTEERS TURN OUT TO OVER 700 CLEANUP SITES STATEWIDE TO CONDUCT WHAT HAS BEEN HAILED BY THE GUINNESS BOOK OF WORK RECORDS AS "THE LARGEST GARBAGE COLLECTION" (1993). SINCE THE PROGRAM STARTED IN 1985, OVER 750,000 CALIFORNIANS HAVE REMOVED MORE THAN 12 MILLION POUNDS OF DEBRIS FROM OUR STATE'S SHORELINES AND COAST.**

***JUST PICK YOUR BEACH AND SHOW UP!***



**MONTEREY COUNTY'S COASTAL CLEANUP BEACH SITE'S ARE:**

**SAND CITY BEACH AT BAY STREET/TIOGA  
MARINA STATE BEACH  
LOVERS POINT BEACH  
WINDOW ON THE BAY/DELMONTE BEACH  
ASILOMAR STATE BEACH**

**SAND CITY BEACH AT LA PLAYA  
CARMEL BEACH  
SEASIDE STATE BEACH  
MOLERA BEACH AT ANDREW  
MOLERA STATE PARK**

**GLOVES WILL BE PROVIDED AND THANK YOU FOR BEING PART OF THE  
SOLUTION TO MARINE POLLUTION!**

**ALL CITY PARTICIPANTS AND THEIR FAMILY MEMBERS WILL BE ELEGIBLE FOR A  
DRAWING FOR SOME FUN PRIZES FROM THE PUBLIC WORKS DEPARTMENT**

## **SUPPORTING MATERIALS FOR BMP 2-2.b**

## **SUPPORTING MATERIALS FOR BMP 2-2.c**

## **STORM DRAIN INLET STENCILING**

<b>TOTAL NUMBER OF STORM DRAINS IN THE CITY</b>	<b>NO. OF STORM DRAINS STENCILED</b>	<b>PERCENTAGE OF CITY STORM DRAINS STENCILED</b>
315	66	21%

## **STORM DRAIN INLET STENCILING** **ASSISTANCE WITH RECRUITMENT OF VOLUNTEERS**

<b>NAME OF VOLUNTEER OR CITY STAFF PERSON PROVIDING ASSISTANCE</b>	<b>ASSISTANCE PROVIDED</b>
Sal DiFranco	Stenciling on and around city owned facilities
Mike Condon	Stenciling on and around city owned facilities

## **SUPPORTING MATERIALS FOR BMP 3-1.c**

**LOG OF REPORTS RECEIVED OF ILLICIT CONNECTIONS AND/OR  
ILLEGAL DISCHARGES**

<b>REPORT NO.</b>	<b>DATE RECEIVED</b>	<b>ISSUE/PROBLEM REPORTED</b>	<b>ACTION TAKEN</b>	<b>STATUS OF REPORT<sup>(1)</sup></b>
001	03-14-07	Wastewater from restaurant garbage cans	Met with owner	2. Ongoing monitoring
002	06-21-07	Wastewater from restaurant garbage cans	Met with owner and head chef	1. Closed
003	01-31-07	Paint brushes being washed into the storm drain system	Owner was informed of proper practices, cited for polluting the storm drainage system, and paid the fine.	1. Closed
004	03-20-07	Oil flowing into street from drain pipe on private property	Owner was informed of proper practices and required to correct the problem by capping the pipe.	1. Closed

<sup>(1)</sup> (1) Closed, (2) Ongoing enforcement, or (3) Still investigating

## Illicit Discharge/Connection Reporting and Response

Date/Time:  Report No.

Received by:   
Reported by:   
Address:   
Phone:   
Location:

Material		Land Use	
<input type="checkbox"/> Hazardous	<input type="checkbox"/> Sediment	<input type="checkbox"/> Residential	<input type="checkbox"/> Construction
<input type="checkbox"/> Wastewater	<input checked="" type="checkbox"/> Other water from	<input type="checkbox"/> Site	
<input type="checkbox"/> Oil/Grease	<input type="checkbox"/> garbage cans	<input checked="" type="checkbox"/> Commercial	
	<input type="checkbox"/> Unknown	<input type="checkbox"/> Industrial	
		<input type="checkbox"/> Public	

Est. Quantity:

Direct/Constructed Connections Found? ☐ Yes ☒ No

Description:

Source Investigation Conducted?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Source Identified?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Source/Owner of Discharge/Connection:

Entered Storm Drain System/Receiving Waters? ☒ Yes ☐ No

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### Action and Closure

Referred To:	City Public Works Superintendent
Phone:	831-648-5722
City:	Pacific Grove, CA 93950
Dept.:	Public Works
Action Taken	Met with owner of restaurant and cleaning staff. We monitor regularly as owner is not deemed to be in complete cooperation for compliance.

Date Closed:

## Illicit Discharge/Connection Reporting and Response

Date/Time: June 21, 2007 – 8 am Report No. 002

Received by: Celia Perez Martinez  
 Reported by: Anna  
 Address: 631 Ocean View Blvd.  
 Phone: 831-647-4217  
 Location: Pacific Grove, CA 93950

Report:	<div style="text-align: center;">Material</div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Hazardous  <input type="checkbox"/> Wastewater  <input type="checkbox"/> Oil/Grease                         </div> <div style="width: 45%;"> <input type="checkbox"/> Sediment  <input checked="" type="checkbox"/> Other water from garbage cans  <input type="checkbox"/> Unknown                         </div> </div>	<div style="text-align: center;">Land Use</div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Residential Construction Site  <input checked="" type="checkbox"/> Commercial  <input type="checkbox"/> Industrial  <input type="checkbox"/> Public                         </div> <div style="width: 45%; text-align: right;"> <input type="checkbox"/> </div> </div>
---------	---	--

Est. Quantity: 10 gallons

Direct/Constructed Connections Found? 
☐ Yes   ☒ No

Description: Restaurant washing garbage cans with water running down gutter line toward storm drain.

Source Investigation Conducted? 
☒ Yes   ☐ No
  Source Identified? 
☒ Yes   ☐ No

Source/Owner of Discharge/Connection: Restaurant

Entered Storm Drain System/Receiving Waters? 
☒ Yes   ☐ No

### Action and Closure

Referred To:	City Public Works Superintendent
Phone:	831-648-5722
City:	Pacific Grove, CA 93950
Dept.:	Public Works
Action Taken	Met with owner of restaurant and head chef who directs cleaning staff. Monitored for one month, owner was very cooperative.

Date Closed: 7-22-07

# Illicit Discharge/Connection Reporting and Response

Date/Time: January 31, 2007 Report No. 003

Received by: City of Pacific Grove Fire/PW  
Reported by: Citizen  
Address: 637 Eardley Ave  
Phone:  
Location: Pacific Grove, CA 93950

Report:	Material	Land Use
<input type="checkbox"/> Hazardous	<input type="checkbox"/> Sediment	<input checked="" type="checkbox"/> Residential
<input type="checkbox"/> Wastewater	<b>PAINT (LATEX)</b>	<input type="checkbox"/> Const Site
<input type="checkbox"/> Oil/Grease	<input type="checkbox"/> Unknown	Commercial
		<input type="checkbox"/> Industrial
		<input type="checkbox"/> Public

Est. Quantity: 5 gallons

Direct/Constructed Connections Found? ☐ X Yes No

Description: Owner cleaned his paint brushes into his backyard drain system, which flowed out to the street.

Source Investigation Conducted? ☒ X Yes ☐ No Source Identified? ☒ X Yes

Source/Owner of Discharge/ Connection: Rhett Smith, 637 Eardley Ave Pacific Grove CA 93950

Entered Storm Drain System/Receiving Waters? Yes ☐ X No

## Action and Closure

Referred To:	City Public Works Superintendent
Phone:	831-648-5722
City:	Pacific Grove, CA 93950
Dept.:	Public Works
Action Taken	Fire and Public Works Personnel advised owner of BMP Owner was cited and paid invoice.

Date Closed: February 2007

# Illicit Discharge/Connection Reporting and Response

Date/Time:	March 20, 2007	Report No.	004
Received by:	City of Pacific Grove PW		
Reported by:	Citizen		
Address:			
Phone:			
Location:	Pacific Grove, CA 93950		

Report:	<table><tr><td>Material</td><td>Land Use</td></tr><tr><td><input type="checkbox"/> Hazardous</td><td><input checked="" type="checkbox"/> Residential</td></tr><tr><td><input type="checkbox"/> Wastewater</td><td><input type="checkbox"/> Const</td></tr><tr><td><input checked="" type="checkbox"/> Oil/Grease</td><td><input type="checkbox"/> Site</td></tr><tr><td><input type="checkbox"/> Unknown</td><td><input type="checkbox"/> Commercial</td></tr><tr><td></td><td><input type="checkbox"/> Industrial</td></tr><tr><td></td><td><input type="checkbox"/> Public</td></tr></table>	Material	Land Use	<input type="checkbox"/> Hazardous	<input checked="" type="checkbox"/> Residential	<input type="checkbox"/> Wastewater	<input type="checkbox"/> Const	<input checked="" type="checkbox"/> Oil/Grease	<input type="checkbox"/> Site	<input type="checkbox"/> Unknown	<input type="checkbox"/> Commercial		<input type="checkbox"/> Industrial		<input type="checkbox"/> Public
Material	Land Use														
<input type="checkbox"/> Hazardous	<input checked="" type="checkbox"/> Residential														
<input type="checkbox"/> Wastewater	<input type="checkbox"/> Const														
<input checked="" type="checkbox"/> Oil/Grease	<input type="checkbox"/> Site														
<input type="checkbox"/> Unknown	<input type="checkbox"/> Commercial														
	<input type="checkbox"/> Industrial														
	<input type="checkbox"/> Public														

Est. Quantity:

Direct/Constructed Connections Found? ☐ X Yes ☐ No

Description:

Source Investigation Conducted? ☒ X Yes ☐ No Source Identified? ☒ X Yes

Source/Owner of Discharge/Connection:

Entered Storm Drain System/Receiving Waters? ☐ Yes ☒ X No

## Action and Closure

Referred To:	City Public Works Superintendent
Phone:	831-648-5722
City:	Pacific Grove, CA 93950
Dept.:	Public Works
Action Taken	Public Works Personnel sent letters to owner advising of problem. Pipe was capped off.

Date Closed:

## **SUPPORTING MATERIALS FOR BMP 3-3.b**

**Description of Process Used, and Rationale, to Prioritize Businesses for Inspections:**

The City does not have a large number of businesses that fall under the prioritized business list. We are following the schedule of the Fire Marshal with regard to service stations, gas stations, landscape companies, and restaurants. Restaurants will be inspected by inspectors from MRWPCA under contract.

**BUSINESS INSPECTION SUMMARY**

BUSINESS TYPE	NO. OF BUSINESSES INSPECTED	SUMMARY OF INSPECTION FINDINGS (NUMBERS OF BUSINESSES)				
		NO. WITH NO DEFIC- IENCIES	WITH DEFICIENCIES			
			NO.	NO. REIN- SPECTED	NO. WITH DEFINCIES CORRECTED	NO. WITH FURTHER ACTION IN PROGRESS
Food Service Facilities	2	2		0	n/a	n/a
Gas Stations	3	0		0	In Process	3
Vehicle Service Facilities	3	0		0	In Process	3

## **SUPPORTING MATERIALS FOR BMP 3-3.d**

**SUMMARY OF ENFORCEMENT ACTIONS TAKEN TO ELIMINATE ILLICIT CONNECTIONS AND ILLEGAL DISCHARGES**

TYPE OF VIOLATION	NO. IDENTIFIED OR REPORTED	MEANS OF IDENTIFICATION				ENFORCEMENT ACTIONS TAKEN			
		INSPECTION	CITIZEN REPORT	CITY STAFF REPORT	OTHER <sup>(1)</sup>	WARNING	ADMINISTRATIVE ACTION <sup>(2)</sup>	ADMINISTRATIVE ACTION AND FINE <sup>(3)</sup>	LEGAL ACTION <sup>(4)</sup>
Illicit Connection	0								
Illegal Discharge	3		3			3			

(1) "Other" includes \_\_\_\_\_.

(2) Includes Notice of Violation, Stop Work Order, and Administrative Compliance Order.

(3) Includes Citation for Violation and Notice of Imposition of Administrative Ordinance.

(4) Includes Citation for Violation.

## **SUPPORTING MATERIALS FOR BMP 6-1.a**

**PERSONNEL TRAINING INFORMATION**

TRAINING DATE	TOPICS COVERED	NAMES OF PERSONNEL ATTENDING	DEPARTMENT(S) REPRESENTED
<u>2-14-07</u>	<u>Streets/Sewer Collection, Street Sweeping</u>	<u>Manuel Sousa</u>	<u>Police</u>
<u>2-14-07</u>		<u>Emilio Alcaraz</u>	<u>Public Works</u>
<u>2-14-07</u>		<u>Michael Aliotti</u>	<u>Public Works</u>
<u>2-14-07</u>		<u>Anthony Spranza</u>	<u>Public Works</u>
<u>2-14-07</u>		<u>Sal Di Franco</u>	<u>Public Works</u>
<u>2-14-07</u>		<u>Dave Cushman</u>	<u>CDD</u>
<u>2-14-07</u>		<u>Joe Vital</u>	<u>Public Works</u>
<u>2-14-07</u>		<u>Steve Leiker</u>	<u>Public Works</u>
<u>2-14-07</u>		<u>Mike Condon</u>	<u>Public Works</u>
<u>2-14-07</u>		<u>Vincent Gentry</u>	<u>Public Works</u>
<u>2-14-07</u>		<u>Steve Honnegger</u>	<u>CDD</u>

**TRAINING FOR STREETS, SEWER COLLECTION, AND STREET SWEEPING PERSONNEL**

DATE	ENTITY /DEPT/REPRESENTED	NAME
2-21-2007	CITY OF PACIFIC GROVE/PW	ROQUE PINHEIRO
2-21-2007	CITY OF PACIFIC GROVE/PW	JOHN GOSS
2-21-2007	CITY OF PACIFIC GROVE/RECREATION	MARK GILPIN
2-21-2007	CITY OF PACIFIC GROVE/RECREATION	JOHN MILLER

**TRAINING FOR PARKS, VEHICLE MAINTENANCE, AND CUSTODIAL PERSONNEL**

DATE	ENTITY/DEPARTMENT	NAME
2-14-2007	CITY OF PACIFIC GROVE/PW	ART NAVARRO
2-14-2007	CITY OF PACIFIC GROVE/CDD	DOUGLAS RICK
2-14-2007	CITY OF PACIFIC GROVE/PW	SAMUEL CROSBY
2-14-2007	CITY OF PACIFIC GROVE/PW	ISMEAL AQUINO
2-14-2007	CITY OF PACIFIC GROVE/PW	JOE ANJO
2-14-2007	CITY OF PACIFIC GROVE/MECHANICAL	WILL CRANDELL
2-14-2007	CITY OF PACIFIC GROVE/MECHANICAL	NORM LAUSTEN
2-14-2007	CITY OF PACIFIC GROVE/MECHANICAL	TOM GUNTER
2-14-2007	CITY OF PACIFIC GROVE/PW	JOHN GOSS
2-14-2007	CITY OF PACIFIC GROVE/PW	RICHARD GARZA
2-14-2007	CITY OF PACIFIC GROVE/PW	ROQUE PINHEIRO
2-14-2007	CITY OF PACIFIC GROVE/FIRE DEPT	MIKE CONSIGLIO
2-14-2007	CITY OF PACIFIC GROVE/RECREATION	MARK GILPIN
2-14-2007	CITY OF PACIFIC GROVE/RECREATION	JOHN MILLER
2-14-2007	CITY OF PACIFIC GROVE/PW	JOE MELO
2-14-2007	CITY OF PACIFIC GROVE/CDD	DOUGLAS RICK

## **SUPPORTING MATERIALS FOR BMP 6-4.a**

## LANDSCAPE AND LAWN CARE TRAINING INFORMATION

[illegible]





## CITY OF PACIFIC GROVE

### Memorandum

August 2007

The golf course irrigation system irrigates when activated and shuts down when de-activated. The system is checked daily. Coverage that includes hardscape is minimized as cart paths are sometimes in the flow, but that runoff stays within the golf course. The systems coverage areas are set to minimize run off. The sprinklers are kept free of debris and grass. The system is seasonally adjusted to account for rainy season. The system is not left unattended for more than 30 minutes. There is no excessive flow to create erosion. The system is in conformance with local water conservation regulations.

The parks' irrigation systems irrigate when activated and shut down when de-activated. The system(s) is checked before each time it is used. The system(s) coverage areas are set to minimize run off. The sprinklers are kept free of debris and grass. The system is seasonally adjusted to account for rainy season. The system is not left unattended for more than 30 minutes. There is no excessive flow to create erosion. The system is in conformance with local water conservation regulations.

The cemetery irrigation system irrigates when activated and shuts down when de-activated. This system is being upgraded. 99% of any overflow stays on the landscaped areas of the cemetery. shut down when de-activated.

Celia Perez Martinez  
Public Works Superintendent

Michael Leach  
Golf Course Director

[www.ci.pg.ca.us/pubworks](http://www.ci.pg.ca.us/pubworks)

## **SUPPORTING MATERIALS FOR BMP 6-4.b**



## CITY OF PACIFIC GROVE

### Golf Course Department

77 Asilomar Ave.  
Pacific Grove, CA 93950  
Telephone (831) 648-5781  
Fax (831) 648-5771

April 12, 2006

#### MEMO TO ALL GOLF COURSE STAFF

As the Golf Course Director and the licensed certified pesticide applicator for the Golf Operations at the Pacific Grove Municipal Golf Course I am informing you as the City's Golf Course Staff and as other licensed applicators in the Golf Department that in preparation for the coming storm water discharge permit and best management practices that will follow; we will follow pesticide label directions regarding spray applications and time applications when rain is in the forecast.

While this has been the practice of the Golf Operations and Golf Staff, we now OFFICALLY have this guideline in writing.

Thank you.

Michael Leach  
Golf Course Director

[www.ci.pg.ca.us/pubworks](http://www.ci.pg.ca.us/pubworks)



## CITY OF PACIFIC GROVE

### Public Works Department

2100 Sunset Drive  
Pacific Grove, CA 93950  
Telephone (831) 648-5722  
Fax (831) 375-0627

April 12, 2006

#### MEMO TO ALL STAFF

After discussion with our certified pesticide applicator and in preparation for the coming storm water discharge permit and best management practices that will follow, we will no longer spray any pesticide or herbicide when rain is forecast.

While this has been the practice of the staff, we now OFFICALLY follow this guideline.

Thank you.

Celia Perez Martinez  
Public Works Supervisor.

[www.ci.pg.ca.us/pubworks](http://www.ci.pg.ca.us/pubworks)

## **SUPPORTING MATERIALS FOR BMP 6-5.a**



## CITY OF PACIFIC GROVE

### Public Works Department

2100 Sunset Drive  
Pacific Grove, CA 93950  
Telephone (831) 648-5722  
Fax (831) 375-0627

The Children's Pool at Lovers Point was drained via Natural Dissipation on August 14, 2007. Active chlorine was allowed to dissipate through aeration by having the pool water sit for five days. The water was tested to verify that the chlorine level was significantly reduced before beginning the discharge. Testing for residual chlorine was performed every hour during the discharge to confirm that chlorine reduction was achieved.

Celia Perez Martinez  
Public Works Supervisor.

[www.ci.pg.ca.us/pubworks](http://www.ci.pg.ca.us/pubworks)

## **STREET SWEEPING INFORMATION**

Describe the City's educational efforts, in the form of brochures and newsletter information, that were made to encourage community cooperation with street sweeping schedules and to convey the importance of street sweeping. Also state how, and how many, flyers were distributed notifying residents of the street sweeping schedules:

Flyers are made available to the public at public sites such as City Hall, the Public Works office and the Community Development office regarding how to help the street sweepers. The City's newsletter was not developed this year. The storm water management program has produced informational flyers and will distribute via direct mail methods to all households.

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Was the City's street sweeping equipment maintained and cleaned with drainage to a sanitary sewer?.

☐ Yes ☒ No If no, explain: \_The City contracts its street weeping and the equipment is cleaned at the wash rack maintained by the street sweeping company.

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Were street sweepings will be disposed of at the landfills and not left in piles along roads?

☒ Yes ☐ No If no, explain: \_\_\_\_\_

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**Were all municipal parking structures and municipal surface parking lots inspected for trash and debris at least weekly, and was trash picked up and removed?**

☒ Yes ☐ No If no, explain: \_\_\_\_\_

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**For municipal lots or structures where there are more than 150 spaces, was the lot or structure cleaned at least once a week regardless of inspections, and was cleaning done by a combination of blowers and sweepers, brooms, or some other method that did not wash or convey the debris into the storm drain system? (Note: Exceptions may be made when there is an effective treatment system installed in the storm drain system serving the lot or structure).**

☐ Yes ☐ No If no, explain: \_\_\_\_\_

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## **SUPPORTING MATERIALS FOR BMP 6-7.e**

## Compliance Inspection Checklist for Vehicle Service Facilities

Facility Name	City of Pacific Grove Mechanical Shop
Facility Address	2100 Sunset Drive Pacific Grove CA 93950
Facility Contact Person	Norm Lausten
Facility Telephone	831-648-5720
Inspector's Name	
Date of Inspection	

<b>HOUSEKEEPING</b>	<b>YES</b>	<b>NO</b>	<b>OTHER</b>
Are drip pans used under leaking vehicles to capture fluids?	X		
Are shop floors and other paved surfaces regularly swept, vacuumed, or mopped rather than hosed down?	X		
Are all unnecessary hoses removed to discourage washing down floors and outside paved areas?	X		
Are all metal filings, dust, and paint chips collected from grinding, shaving, and sanding disposed of properly?	X		
Is all dust from other activities (e.g. brake pad dust) collected and disposed of in compliance with local requirements?	X		
Are cleaning rags recycled through an industrial laundry?	X		
Are storm drain inlets, catch basins, and any storm water treatment systems within the facility boundary inspected and cleaned before October 1 each year?	X		
Are storm water treatment facilities within the facility boundary being properly maintained?			NOT APPLICABLE
Are storm drains labeled with "No Dumping – Discharges to Ocean"			NO DRAINS IN SHOP
Are vehicles that are received to be parted or scavenged parked on a paved surface and immediately drained of gasoline and other fluids, and are these fluids properly disposed of?	X		
Are drip pans in place to catch leaking fluids?	X		
Are all fluids drained from components, such as engine blocks, which are stored for reuse or reclamation?	X		
Are these components kept under cover and on a drop pan or sealed floor?	X		
<b>STORAGE</b>	<b>YES</b>	<b>NO</b>	<b>OTHER</b>
Are hazardous materials and wastes, including waste containers of antifreeze and oil, stored in secondary containment where they are protected from rain and in a way that prevents spills from reaching the sanitary sewer or storm drain?	X		
Are lids kept on waste barrels and containers, and stored indoors or under cover to reduce exposure to rain?	X		

<b>STORAGE (CONT'D)</b>	<b>YES</b>	<b>NO</b>	<b>OTHER</b>
Are all hazardous wastes labeled according to hazardous waste regulations?	X		
Are wastes kept separate to increase waste recycling/disposal options and to reduce costs?	X		
Is waste oil prevented from being mixed with fuel, antifreeze, or chlorinated solvents?	X		
Are all bulk fluids and wastes double contained to prevent accidental discharges to the sewer and storm drain?	X		
Are all storage areas kept clean and dry, so that leaks and spills are detected as soon as possible?	X		
Are new and old batteries stored securely to avoid breakage and acid spills during earthquakes?	X		
Are all of the shelves secured to the wall?			MOST ARE
Are all used batteries stored indoors and in plastic trays to contain potential leaks?	X		
Are all old batteries recycled?	X		
<b>SPILL CONTROL</b> <i>(Note: The Best Spill Control is Prevention)</i>	<b>YES</b>	<b>NO</b>	<b>OTHER</b>
Is the spill response plan maintained and kept current, and are all employees trained on the elements of the plan?	X		
Is the distance between waste collection points and storage areas minimized?	X		
Are all solid and liquid wastes contained and covered, especially during transfer?	X		
Are absorbent materials purchased and maintained in accordance with local regulations and procedures for containment and cleanup of different spills?	X		
Are they easily accessible from anywhere in the shop?	X		
Are the leaks and drips spot cleaned routinely?	X		
Are the floor drains checked to ensure that they are not connected to or discharge to the storm drain system?			NO FLOOR DRAINS
<b>OUTDOOR WASTE RECEPTACLE AREAS</b>	<b>YES</b>	<b>NO</b>	<b>OTHER</b>
Are leaks and drips cleaned routinely to prevent runoff of spillage?	X		
Is the possibility of pollution from outside waste receptacles minimized by doing at least one of the following:			
Using only watertight waste receptacle(s) and keeping the lid(s) closed, or	X		
Grading and paving the waste receptacle area to prevent run-on of storm water, and installing a low containment berm around the waste receptacle area or installing a roof over the waste receptacle area			

<b>EDUCATION AND TRAINING</b>	<b>YES</b>	<b>NO</b>	<b>OTHER</b>
Are all employees trained upon hiring, and annually thereafter on personal safety, chemical management, and proper methods for handling and disposing of waste?	X		
Do all employees understand storm water discharge prohibitions, wastewater discharge requirements, and these best management practices?	X		
Are training logs or similar methods used to document training?	X		
Are instructional/informational signs posted around the shop for customers and employees?	X		
Are signs placed above all sinks prohibiting discharges of vehicle fluids and wastes?		X	We have ordered them and will place them. Staff already knows the prohibition.
Are signs placed on faucets (hose bibbs) reminding employees and customers to conserve water and not to use water to clean up spills?		X	We have ordered them and will place them. Staff already knows the prohibition.
Are drains labeled within the facility boundary, by paint/stencil (or equivalent), to indicate whether they flow to an on-site treatment device, directly to the sanitary sewer, or to a storm drain.	X		
Are emergency telephone numbers of the wastewater treatment plant and the fire department posted?	X		
<b>CHANGING OIL AND OTHER FLUIDS</b>	<b>YES</b>	<b>NO</b>	<b>OTHER</b>
Are vehicle fluids changed, whenever possible, indoors and only on floors constructed of non-porous materials?	X		
Are drip pans used if vehicle fluids must be removed outdoors?	X		
Are spills prevented from reaching the street or storm drain by working over an absorbent mat and covering nearby storm drains, or working in a bermed area? (Note: If necessary, absorbent socks can be used to create a bermed area)	X		
When draining fluids into a drain pan, is a larger drip pan (e.g., 3' x 4') placed under the primary drain pan to catch any spilled fluids?	X		
Are fluids drained from vehicles transferred to a designated waste storage area as soon as possible?	X		
Are drain pans and other open containers of fluids covered and within secondary containment unless they are attended by personnel?	X		
Is antifreeze and waste oil stored separately and recycled, or disposed of as hazardous waste?	X		

<b>CHANGING OIL AND OTHER FLUIDS (CONT'D)</b>	<b>YES</b>	<b>NO</b>	<b>OTHER</b>
Never pour vehicle fluids or other hazardous wastes into sinks, toilets, floor drains, outside storm drains, or in the garbage. These substances should be kept in designated storage areas until recycled or safely disposed of (see Rationale 4 at the end of section).	X		
Drain fluids from leaking or wrecked vehicles as soon as possible, to avoid leaks and spills.	X		
<b>CLEANING ENGINES AND PARTS, AND FLUSHING RADIATORS</b>	<b>YES</b>	<b>NO</b>	<b>OTHER</b>
Are discharges from engine cleaning and flushing of radiators prevented from being discharged to the sanitary sewer and storm drains? (Note: A licensed service should be used to haul and recycle or dispose of wastes)	X		NO STEAM CLEANING
Is steam cleaning of engines done using a closed-loop water recycling system? (Note: No steam cleaning water may be discharged to the sanitary sewer or the storm drain)	X		
Are specific areas or service bays designated for engine, parts, or radiator cleaning? (Note: Parts should not be washed or rinsed outdoors)	X		
Are self-contained sinks and tanks used when working with solvents, and are sinks and tanks kept covered when not in use?	X		
Are degreasing solvent sinks inspected regularly for leaks, and are necessary repairs made immediately?	X		
Is soldering avoided over drip tanks, and are drippings swept up and recycled or disposed of as hazardous waste?	X		
Are parts rinsed and drained over the solvent sink or tank, so that solvents will not drip or spill onto the floor, and are drip boards or pans used to catch excess solvent solutions and divert them back to a sink or tank?	X		
Are parts allowed to dry over the hot tank, and if rinsing is required, is it performed over the tank as well?	X		NO HOT TANK
Are parts cleaning solvent solutions and water used in flushing and testing radiators collected and reused, and when reuse is no longer possible, are these solutions disposed of properly?			NO FLUSHING OR TESTING RADIATORS

<b>CLEANING ENGINES AND PARTS, AND FLUSHING RADIATORS (CONT'D)</b>	<b>YES</b>	<b>NO</b>	<b>OTHER</b>
Are cleaning solutions used for engines or parts prevented from being discharged into the sanitary sewer system without adequate treatment? ( <u>Note</u> : Most facilities have these solutions hauled off-site as hazardous waste because of the permits necessary for on-site treatment. Rinse water may only be discharged to the sanitary sewer after adequate treatment and approval by the local wastewater authority. Wastewater from steam cleaning or engine/parts cleaning should never be discharged to a street, gutter, storm drain, or sanitary sewer)	X		
<b>WASHING CARS AND OTHER VEHICLES</b>	<b>YES</b>	<b>NO</b>	<b>OTHER</b>
<i>Regular Activity</i>			
If car washing is a central activity of the business, is the wash water treated and recycled?		X	Car Washing is not a central activity
Is a vehicle washing area designated, and are cars and trucks washed only in that area?	X		
Is the "wash pad" bermed to prevent discharges to storm drains and does it discharge to the sanitary sewer after adequate treatment and approval of the local wastewater authority? ( <u>Note</u> : An outside wash pad should be covered, or its area minimized to reduce the amount of rainwater reaching the sanitary sewer. Consult the local wastewater authority for guidance)		X	We are currently taking proposals and designing the "wash pad"/rack area for municipal vehicles.
Are acid-based wheel cleaners and other specialized cleaners prohibited, or if not, are they provided proper treatment before discharge to the sewer? ( <u>Note</u> : Consult the local wastewater authority for guidance)		X	We do not use specialized cleaners.
<i>Occasional Activity</i>			
If soap is used in washing, is the wash water collected and discharged, preferably with treatment, to the sanitary sewer, and not discharged to a storm drain?		X	Soapy water is currently gathered in area where it evaporates.
Is rinse water from spray-on acid-based wheel cleaners prevented from flowing to a street, gutter, or storm drain?	X		
<i>Washing New Vehicles</i>			
Are storm drains protected from solvents used to remove protective coatings from new cars? ( <u>Note</u> : Discharges of these solvents to the sanitary sewer must receive adequate treatment and approval of the local wastewater authority)			N/A
<b>BODY REPAIR AND PAINTING</b>	<b>YES</b>	<b>NO</b>	<b>OTHER</b>
Whenever possible is body repair and painting work conducted indoors or under cover?	X		

<b>BODY REPAIR AND PAINTING (CONT'D)</b>	<b>YES</b>	<b>NO</b>	<b>OTHER</b>
Are damaged vehicles inspected for leaks when they are received, and are drip pans used if necessary?	X		
Are hose-off degreasers prohibited from use when cleaning auto body parts before painting? ( <u>Note</u> : These should not be used, instead brush off loose debris and use rags to wipe down parts)	X		
Are dry cleanup methods such as vacuuming or sweeping used to clean up dust from sanding metal or body filler? ( <u>Notes</u> : Debris from wet sanding can be allowed to dry overnight on the shop floor, then swept and vacuumed. Liquid from wet sanding should not be discharged to the storm drain)	X		
Is the use of water to control overspray or dust in the paint booth prohibited unless it is collected and treated before discharge into the sanitary sewer system?	X		
Are spray guns cleaned in a self-contained cleaner and is the cleaning solution recycled when it becomes too dirty to use? ( <u>Note</u> : Never discharge cleaning waste to the sanitary sewer or storm drain?)	X		
<b>FUEL DISPENSING</b>	<b>YES</b>	<b>NO</b>	<b>OTHER</b>
Are fuel dispensing areas maintained using dry cleanup methods such as sweeping for removal of litter and debris, or use of rags and absorbents for leaks and spills? ( <u>Note</u> : Fueling areas should never be washed down unless dry cleanup has been done and the wash water is collected and disposed of in the sanitary sewer system)	X		
Are underground storage tanks fitted with spill containment and overfill prevention systems meeting the requirements of Section 2635(b) of Title 23 of the California Code of Regulations?	X		RESPONSIBILITY OF FUEL CARRIER AND DISPENSER
Except where prohibited by local fire departments are fuel dispensing nozzles fitted with "hold-open latches" (automatic shutoffs)?	X		
Are signs posted at the fuel dispenser or fuel island warning vehicle owners/ operators against "topping off" of vehicle fuel tanks?		X	We have ordered this sign and will post.
<b>ACTIONS TAKEN FOLLOWING INSPECTION</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
Responsible party requested to correct any deficiencies noted above? (Include date notice was sent)			
Site reinspected following corrective action by responsible party? (Include date of reinspection)			

Deficiencies found to be corrected during reinspection?			
<b>ACTIONS TAKEN FOLLOWING INSPECTION</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
Further action taken or necessary following reinspection? (Describe)			

THE MECHANICAL SHOP PERSONNEL HAVE BEEN WELL AWARE OF THE INCREASED RULES AND REGULATIONS REGARDING HAZARDOUS WASTE MATERIAL AND HAVE INSTALLED BUNKERS AND PROPER STORAGE FACILITIES FOR ALL WASTE MATERIAL.

## **SUPPORTING MATERIALS FOR BMP 6-10.b**

## **“HOT SPOT” AREA CATCH BASIN AND INLET INSPECTIONS**

INSPECTION DATE	CATCH BASIN OR INLET IDENTIFIER*	DEPTH OF DEBRIS MEASURED (INCHES)	CLEANING NECESSARY ?		IF “YES” DATE OF CLEANING
			YES	NO	
October 2006					
1	SE Congress & Pine	2	X		Same as inspection time for all
2	SE & SW Congress & Laurel	2	X		
3	SE & SW Congress & Short	2	X		
4	SW Congress & LH	2	X		
5	Central & Congress	2	X		
6	SE & NE Central & 16th	3	X		
7	SE & NE Central & 17 <sup>th</sup>	2	X		
8	SW & NW Central & Forest	3	X		
9	SW & NW Central & Grand	2	X		
10	SE, SW & NW Central & 13 <sup>th</sup>	1.5 to 3	X		
11	SE, & plus 1 btwn the SE & SW corners Lighthouse & 13 <sup>th</sup>	2 to 2.5	X		
12	SE, NW Lighthouse & 14 <sup>th</sup>	1	X		
13	SE & SW Laurel & 14 <sup>th</sup>	Minimal			
14	SW & NW Pine & 15 <sup>th</sup>	1.5	X		
15	SW, NW, SE, & NE 15 <sup>th</sup> & Laurel	2	X		
16	SW & SE Fountain and Laurel	2	X		
17	SW & SE Fountain and Pine	2	X		
18	SE Pine and Grand	2	X		
19	SW & SE Grand and Laurel	2	X		
20	SE & SW Lighthouse and Park	2	X		
March 2007	All of the above were checked and cleaned as necessary.		X		
			X		
HOT Spots	11, 19, 9	Minimal	X		
Checked during rains					

\* Street location, catch basin number, etc.

## **SUPPORTING MATERIALS FOR BMP 6-10.c**

# **STORM DRAIN SYSTEM INSPECTION AND MAINTENANCE** **INFORMATION**

Describe the City's storm drain system inspection and maintenance program, including such things as:

- Procedures used to identify any structures in need of immediate repair to maintain structural integrity
- What parameters are used by field crews to determine when inlets and catch basins have become 40% full of accumulated trash, or debris is more than four inches deep, so that they can be cleaned as needed to meet this minimum standard
- What is done to ensure that catch basins and inlets are stenciled and re-stenciled as necessary
- What procedures are in place to ensure that inspections are conducted more frequently during the wet season for problem areas where sediment or trash accumulates more often.

When storm drains are inspected for cleaning, structures in need of repair are identified and calendared.

All storm drains including hot spots are inspected and cleaned as necessary before the first rain and after the rainy season. Known hot spots are checked year round and citizens call in with reports for public works staff.

Painting and/or repainting or re stenciling is done by volunteers every two years. City facilities are done by city staff.

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Does the City keep accurate logs of the number of catch basins cleaned?

☐ Yes ☒ No If no, explain: Traditionally the city did not keep a log of catch basins cleaned. Each catch basin was inspected and cleaned as needed twice a year, at minimum. The City is now setting the storm drain system on computer with a GIS layer and file and will be able to print a report and log the cleaning activity. This will be accomplished before the next cleaning and inspection period comes up

Is the amount of waste collected recorded?

☒ Yes ☐ No If no, explain: \_\_\_\_\_

**Are wastes collected from cleaning activities of the drainage system stored in appropriate containers or temporary storage sites in a manner that prevents discharge to the storm drain?**

☒ Yes ☐ No If no, explain: \_\_\_\_\_

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**Are the wastes dewatered, with outflow into the sanitary sewer, and is collected debris properly disposed of at a landfill?**

☒ Yes ☐ No If no, explain: \_\_\_\_\_

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**Are reaches of the storm drain system with drainage problems regularly cleaned or flushed to keep the pipe clear of excessive buildup?**

☒ Yes ☐ No If no, explain: \_\_\_\_\_

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## **SUPPORTING MATERIALS FOR BMP 6-10.d**

## SUMMARY OF PROBLEM AREA CATCH BASIN RE-INSPECTIONS

## DURING THE WET SEASON

[illegible]

(1) Condition Codes: 1 = Negligible Debris

2 = Moderate debris, but sump less than 40% full and debris less than 4" deep

3 = Sump more than 40% full or debris more than 4" deep

4 = Structural or other repairs needed

(2) Action Taken Codes: 1 = No action necessary

2 = Catch basin cleaned

3 = Repairs made